

# **County of Roanoke**

## **Capital Improvements Program (CIP) Review Committee**

### **Meeting Summary – December 10, 2003**

Meeting place: Roanoke County Admin Bldg

Meeting time: 6:00p.m. – 8:30 p.m.

#### **Attendees**

Committee Members: Jack Griffith, Don Witt, Lee Eddy, Dawn Erdman, Chris Georgoulis, Jason Perdue, Connie Goodman

Facilitators: Brent Robertson, Elmer Hodge, Cathy Weaver

#### **Agenda Discussion Items:**

- ✓ Reviewed and discussed the proposed recommendations to the Board of Supervisors. The following changes to the proposal were discussed:
  - Add a section at the end of the report for comments on Committee goals for future years which would include suggestions for improvements to the capital process that cannot be made immediately.
  - Minority Reports – Committee members would like the opportunity to make their individual opinions heard. Committee members will have the opportunity to speak about their ideas and concerns at the Board Work Session.
  - Capital Maintenance Fund – The Committee feels strongly about the development of a dedicated Capital Maintenance Fund which would address repair and maintenance costs for Libraries, Parks & Rec, etc.
  - “Sinking Funds” – Committee would like to recommend the development of several dedicated sinking funds to allow departments the opportunity to accumulate funds for future capital needs. These capital needs can be addressed by the department as they see fit, and do not necessarily need to be included in the Capital Improvement Prioritization process. This will reduce the number of capital projects for the Committee to evaluate and will promote department self-sufficiency. Departments can have the opportunity to contribute to these funds, with a potential County match, and Rollovers may be incorporated into this process. These sinking funds would be separate from the recommended Maintenance Funds.
  - Levels of Priority – Committee members are asked to review the groups of projects within each level and determine if there needs to be discussion on moving projects between priority levels based on cost, need, etc.

- Capital Financing – More emphasis needs to be put on the Capital Financing part of the proposal. Include Technology Fund and Sinking Fund development in this part of the proposal and move to the top of the Comments and Recommendations section.
- ✓ The final proposal will be presented in the January 13, 2004 Board of Supervisor's Work Session.

Next Meeting: December 17, 2003 6:00-8:00 p.m. RCAC 4<sup>th</sup> Floor Conference Room